



Roland W. Burris

Comptroller
State of Illinois

May 13, 1980

201 State House
Springfield, Illinois 62706
217/782-6000

PAYROLL BULLETIN
(3-80)

TO: All State Agencies, Departments, Boards, Commissions
and Universities

SUBJECT: FORM SCO-345 "Authorization To Pick Up Salary Warrants"

Please complete and return one of these forms for each person authorized to pick up salary warrants for your agency. Return the completed forms to:

Office of State Comptroller
Attn: Mr. James E. Bodine
325 West Adams
Springfield, Illinois 62706

Effective June 2, 1980, it will be necessary for anyone picking up salary warrants from the State Comptroller to have one of these authorization forms on file at the State Comptroller's warrant distribution desk.

Agencies whose salary warrants are picked up by Administrative Services messengers must submit an authorization form for each messenger.

In cases where an agency uses the services of a courier such as Purolator or Federal Express to pick up salary warrants from the State Comptroller, an authorization form will be required from the agency for each such courier employee.

Changes of personnel authorized to pick up warrants will require cancellation of the authorization no longer effective and filing of a new authorization form.

Sincerely,

A handwritten signature in cursive script, reading "Larry D. Roth".

Larry D. Roth, Director
State Accounting Department